

WOR-WIC
COMMUNITY COLLEGE

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November 22, 2021

Dr. James D. Fielder
Secretary
Maryland Higher Education Commission
6 North Liberty Street
Baltimore, MD 21201

Dear Dr. Fielder:

Please accept this letter requesting the approval of the Basic Welding certificate at Wor-Wic Community College. The Basic Welding certificate has been recommended through the college curriculum committee and approved by the president and Board of Trustees.

Check #0256091 has been mailed with a letter and summary of the changes requested for Wor-Wic Community College. This letter, corresponding coversheet and new certificate proposal are being sent electronically.

Please contact me should you have any questions and/or need further information. Thank you for your time and consideration.

Sincerely,



Kristin L. Mallory, Ed.D.
Vice President for Academic Affairs



Office Use Only: PP#

Cover Sheet for In-State Institutions
New Program or Substantial Modification to Existing Program

Institution Submitting Proposal

Wor-Wic Community College

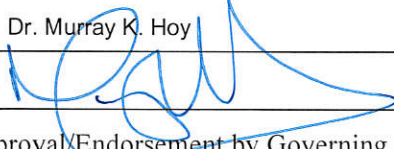
Each action below requires a separate proposal and cover sheet.

- | | |
|--|---|
| <input type="radio"/> New Academic Program | <input type="radio"/> Substantial Change to a Degree Program |
| <input type="radio"/> New Area of Concentration | <input type="radio"/> Substantial Change to an Area of Concentration |
| <input type="radio"/> New Degree Level Approval | <input type="radio"/> Substantial Change to a Certificate Program |
| <input checked="" type="radio"/> New Stand-Alone Certificate | <input type="radio"/> Cooperative Degree Program |
| <input type="radio"/> Off Campus Program | <input type="radio"/> Offer Program at Regional Higher Education Center |

Payment <input checked="" type="radio"/> Yes	Payment <input type="radio"/> R*STARS	Payment \$850	Date
Submitted: <input type="radio"/> No	Type: <input checked="" type="radio"/> Check	Amount:	Submitted: 11/19/2021

Department Proposing Program	Technology
Degree Level and Degree Type	Certificate
Title of Proposed Program	Basic Welding
Total Number of Credits	28
Suggested Codes	HEGIS: CIP: 48.0508
Program Modality	<input checked="" type="radio"/> On-campus <input type="radio"/> Distance Education (<i>fully online</i>)
Program Resources	<input type="radio"/> Using Existing Resources <input checked="" type="radio"/> Requiring New Resources
Projected Implementation Date	<input type="radio"/> Fall <input checked="" type="radio"/> Spring <input type="radio"/> Summer Year: 2023
Provide Link to Most Recent Academic Catalog	URL: catalog.worwic.edu

Preferred Contact for this Proposal	Name: Dr. Kristin L. Mallory
	Title: Vice President for Academic Affairs
	Phone: (410) 334-2813
	Email: kmallory@worwic.edu

President/Chief Executive	Type Name: Dr. Murray K. Hoy
	Signature:  Date: 11/11/2021
Date of Approval/Endorsement by Governing Board: 11/11/2021	

Revised 1/2021

Maryland Higher Education Commission
ACADEMIC PROGRAM PROPOSAL
Basic Welding Certificate
Wor-Wic Community College

A. Centrality to Institutional Mission Statement and Planning Priorities

A.1. Description of program:

Wor-Wic Community College is applying to add a standalone Basic Welding certificate to the college's credit offerings. The certificate will prepare students with the skills and knowledge for entry level welding positions serving a variety of industries and businesses throughout the Lower Eastern Shore region where metal and steel welding and fabrication skills are used. Areas of industries on the Lower Eastern Shore that employ welders include automotive repair, ship and boat building and repair, manufacturing of metal products, repair of manufacturing equipment, repair of agricultural equipment and future offshore electric generation wind farm. The certificate program will prepare students for the American Welding Society (AWS) certification and will include other welding industry standards in required courses as appropriate. Courses within the Basic Welding certificate program include blueprint reading for construction and assembly applications and pipe welding to support plumbing applications for liquid and gas applications.

The Basic Welding certificate program is a one-year certificate, two-semester program with 14 credit hours each semester, 28 credit hours total.

The proposed Basic Welding certificate program supports Wor-Wic Community College's mission by "enhanc[ing] local economic growth by addressing the educational, training and workforce development needs of the residents of Worcester, Wicomico and Somerset counties." Through offering "high quality, affordable educational offerings and comprehensive support services designed to facilitate student goal completion," Basic Welding certificate program students will gain welding skills and knowledge at an affordable tuition cost and go on to serve the residents of the college's service area.

A.2. Support of strategic goals:

The proposed certificate directly supports the following strategic priority for the college:

Strategic Priority One: Student Success

Increase student success by delivering relevant courses and programs, providing flexible scheduling and diverse delivery methods, and improving developmental education student outcomes.

The Basic Welding certificate program provides a relevant program to the Wor-Wic Community College service area through enhancing the employable skills of working residents working in the following industries on the Lower Eastern Shore which employ welders: automotive repair, ship and boat building and repair, manufacturing of metal and steel products, repair of manufacturing equipment, repair of agricultural equipment and the future offshore electric generation wind farm.

College goal #1: Provide service area residents with access to quality education and training at a reasonable cost.

Wor-Wic Community College's tuition and fees are affordable and the lowest for colleges within Maryland's tri-county region of the Lower Eastern Shore.

College goal #2: Offer courses and programs to prepare students for entry into the workforce, career advancement, licensure, certification, transfer to four-year colleges and universities, and personal development.

The Basic Welding certificate program will enhance students' entry level skills and increase their competitiveness when seeking employment. The skills and knowledge gained through the welding courses will enhance students' qualifications for employment and upward mobility within their employers' organizations.

College goal #3: Promote economic development by providing innovative programs and services that address the needs of business, government, nonprofits and other community groups.

The Basic Welding certificate program supports future economic development by preparing students with technical trade skills for successful employment in current and future businesses serving the Lower Eastern Shore.

College goal #5: Partner with local high schools and universities to facilitate seamless transitions through the levels of education.

One or more area career technical education high schools offers career trade programs that either teach welding skills or offers career technical education programs in which welding skills will enhance student employability and career success.

A.3. Funding for first five years

To support the Basic Welding certificate program, Wor-Wic Community would hire part-time faculty to teach welding technology and construction technology courses. Grant funding will be sought to pay for or supplement faculty's salary and fringe benefits for the first three years of offering the program in accordance with grant regulations and requirements. The department head would receive additional faculty release time (0.5 credit) for supervising the Basic Welding certificate program. Additional expenses for faculty salaries, professional development, course supplies or equipment will be subsidized by course tuition and fees. Beyond grant funding and tuition and fees, Wor-Wic Community College will provide support through the college's operational budget allocations to the Basic Welding certificate program.

A.4. Institutional Commitment

The Basic Welding certificate program will be administered by the Technology Department under the Occupational and Emerging Technologies Division. Under this organizational assignment, the Department Head will provide direct supervision of the program curriculum, courses, part-time faculty selection and evaluation, budget management, program advisory committee, scheduling courses for each semester and faculty teaching assignments. The Technology Department administrative support will also provide support to the Basic Welding certificate program, and a request for an applied technologies lab technician has been submitted through the annual budget review and request process. The applied technologies lab technician will provide technical assistance and oversight of equipment, tools, materials, and supplies to support the program's courses.

Through support of student services departments and the college's marketing department, advertisement of the program, recruiting outreach and advisement, registration for courses and financial aid application assistance will be provided to all students. Through existing relationships with area businesses who employ welders, career technical and comprehensive high schools and the Lower Shore Workforce Alliance, it is anticipated that the program will experience a waiting list for students. Courses will be scheduled to guide students through the program's required courses to improve student class success and program completion. Enrollment in the program will be limited due to the number of workstations in both the computer welding simulation lab and the welding training lab, and the number of class sections scheduled to use the facilities during the college's operating hours.

B. Critical and Compelling Regional or Statewide Need as Identified in the State Plan

- B.1** The City of Salisbury, MD, ranked 13th in *US News and World Reports: Fastest-Growing Places in the US in 2020-21*. The Maryland Department of Planning, using projected population data for 2020 which will be updated when the 2020 Census data is processed, forecasts that between 2020-2025 the population will increase in the Wor-Wic Community College tri-county service area by 0.95% (10,850 residents). However, the US Census Bureau is reporting that Wicomico County experienced a 4.9% population increase and Worcester County experienced a 2.0% population increase between 2010 and 2020. This data does not include recent population movements due to events that occurred during the 2020 calendar year resulting in residents relocating from large cities to smaller cities, suburban areas and rural communities.

The job outlook between 2018-2028 per the Maryland Department of Labor for welders, cutters, solderers, and brazers is expected to increase from 3,159 job positions to 3,381 job positions for an increase of 222 job positions (7.03%).

The job outlook between 2021-2029 per EMSI for welders, cutters, solderers, and brazers on Maryland's Lower Eastern Shore region, which is Wor-Wic Community College's tri-county service area of Somerset, Wicomico and Worcester counties is expected to

increase from 63 job positions to 85 job positions, an increase of 22 job positions (34.6%).

Both Maryland's Department of Labor's and EMSI's labor projections do not include the increased need for welders on the Lower Eastern Shore region to support the proposed offshore electric generation wind farm. Construction of offshore electric generating windmills are expected to begin between 2023-2024.

C. Quantifiable and Reliable Evidence and Documentation of Market Supply and Demand in the Region and State

C.1. 1. Employment opportunities

The Basic Welding certificate will prepare students with the skills and knowledge for entry level welding positions serving a variety of industries and businesses throughout the Lower Eastern Shore region where metal and steel welding and fabrication skills are used. Industries on the Lower Eastern Shore who employ welders include automotive repair, ship and boat building and repair, manufacturing of metal and steel products, repair of manufacturing equipment, repair of agricultural equipment and the future offshore electric generation wind farm. Employment opportunities for skilled welders, cutters, solderers, and brazers on Maryland's Lower Eastern Shore are currently in the following industry sectors (EMSI Q3 2021):

Industry Sector	% of Occupation in Industry (2021)
Commercial and Industrial Machinery and Equipment (except Automotive and Electronic) Repair and Maintenance	29.5%
Ship and Boat Building	13.5%
Building Equipment Contractors	7.5%
Other Transportation Equipment Manufacturing	5.5%
Machine Shops; Turned Product; and Screw, Nut, and Bolt Manufacturing	5.0%
Other General Purpose Machinery Manufacturing	4.7%
Other	34.4%

C.2. Data analysis projecting market demand

Between 2021 to 2029, it is expected that there will be a 34.6% increase in positions across the three counties in Maryland's Lower Eastern Shore region (EMSI, Q3 2021 data).

Currently, more than 44% of all incumbent welders, cutters, solderers, and brazers are 45 years or older (EMSI Q3 2021 data).

The demand for welders, cutters, solderers, and brazers will increase with the construction, repair and maintenance of the offshore electric generation wind farm.

C.3. Educational and training needs over the next 5 years

Given the number of industries on the Lower Eastern Shore who rely on qualified welders, cutters, solderers, and brazers and the number of workers who are over the age of 45, there will be an increased number of junior or entry-level workers needed in this career field to sustain these industries and support the future offshore electric generation wind farm.

C.4. Current and Projected supply of prospective graduates

A credit bearing welding certificate program does not exist in the Lower Eastern Shore region. It is expected that there will be 5-10 graduates each year. A combination of full-time and part-time enrolled students are expected to pursue training in the welding trade skill area. Currently, Wor-Wic Community College offers non-credit training in welding skills offered by the Continuing Education and Workforce Development division which graduates 30-50 students each year. Each of the CEWD class cohorts begins training with full class enrollment, but the enrollment decreases due to typical educational and training attrition.

The Basic Welding certificate courses will prepare students for AWS certification and training will include pipe welding.

D. Reasonableness of Program Duplication

D.1. Similar programs in state or surrounding area:

Within the State of Maryland, there are two colleges that offer academic programs in the welding trade skill area. Of the two, one is on Maryland's Eastern Shore, but serves the mid to upper region of the eastern shore. All programs are lower division certificates:

Chesapeake College, MD

MIG & TIG WELDING/FAB	Lower Division Certificate
STICK & FLUX-CORE WELDING/FAB	Lower Division Certificate
WELDING (ADVANCED)	Lower Division Certificate
WELDING (BASIC)	Lower Division Certificate

Lincoln College of Technology, Columbia, MD

WELDING AND METAL FABRICATION TECH	Lower Division
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D.2. Justification for Proposed Program

The Basic Welding certificate program will provide students with the necessary training and education to be qualified welders, cutters, solderers, and brazers working in automotive repair, ship and boat building and repair, manufacturing of metal and steel products, repair of manufacturing equipment, repair of agricultural equipment and the future offshore electric generation wind farm. In addition to traditional metal and steel welding, students will receive training for welding pipes for the job positions in industries where pressurized gas or liquids are transported or used. The Basic Welding certificate will include courses that will prepare students for AWS certification. There are no

competing credit programs on Maryland's Lower Eastern Shore for welding training to serve the variety of industries in which welding skills are used.

Both Wicomico County Career Technical High School at Parkside High School and Worcester Technical High School offers welding programs as a CTE cluster in each of the high school's available programs to students. Articulation agreements for high school students transferring to Wor-Wic Community College will be reviewed during the annual meeting for articulation opportunities with the three county school systems: Somerset County Public Schools, Wicomico County Public Schools and Worcester County Public Schools.

The Basic Welding certificate program will be located in Wor-Wic Community College's new Applied Technologies Building which has completed the pre-construction and design phases with construction beginning in late fall 2021. The facilities allocated for the Basic Welding certificate program are two instruction rooms: a computer simulation welding lab and a welding training lab that will contain ventilated student welding booths where electronic and gas welding equipment will be used. The welding training lab will contain hand tools and equipment that are commonly used for cutting, bending, and other related activities used when working with metal and steel raw materials.

E. Relevance to High Demand Programs at Historically Black Institutions

The Basic Welding certificate program is not a transfer program where students can transfer and continue their education at an HBCU institution. None of the HBCU's within 200 miles offer a similar program. The certificate program will prepare students for direct employment opportunities. However, through obtaining a stable job with a good salary, graduates may choose to return to college to pursue a Baccalaureate degree at one of the HBCU's within a 200-mile radius of Wor-Wic Community College:

Bowie State University, MD
Coppin State University, MD
Morgan State University, MD
University of Maryland Eastern Shore, MD

F. Relevance to the Identity of Historically Black Institutions

The Basic Welding certificate program will provide opportunities for all students to gain technical skills and knowledge to pursue success careers as welders, cutters, solderers, and brazers. The addition of this program will not impact the Maryland HBCU's.

G. Adequacy of Curriculum Design and Delivery to Related Learning Outcomes

G.1. Describe how the program was established and the faculty who will oversee the program.

Wor-Wic Community College has offered welding and metal fabrication courses through the non-credit Continuing Education and Workforce Development Division. The classes have been scheduled at an off-campus facility for which the college pays a rental fee to

have access to the space. The non-credit welding courses started in response to requests from area businesses and industries seeking qualified welders. In addition, with the proposed offshore electric generation wind farm and future expansion of the NASA Wallops Island facilities, certified welding will be in continuous demand for the region.

Wor-Wic Community College has been approved to construct a new building on the college's campus which will contain a computer simulation welding lab and a welding training lab that will contain ventilated student welding booths where electronic and gas welding equipment will be used. With the success of the non-credit welding training, a decision was made to expand welding to the credit division.

Basic Welding certificate program will be administered by the Technology Department under the Occupational and Emerging Technologies Division. Under this organizational assignment, the Department Head will provide direct supervision of the program curriculum, courses, part-time faculty selection and evaluation, budget management, program advisory committee, scheduling courses for each semester and faculty teaching assignments. The Technology Department administrative support will also provide support to the Basic Welding certificate program, and a request for an applied technologies lab technician has been submitted through the annual budget review and request process. The applied technologies lab technician would provide technical assistance and oversight of equipment, tools, materials, and supplies to support the program's courses.

G.2. Educational Objectives and Student Learning Outcomes:

Student Learning Outcomes for the Basic Welding certificate are:

1. Demonstrate proficiency in the entry level skill sets of the welding profession
2. Demonstrate proficiency in the four main processes of welding (SMAW, GTAW, GMAW and FCAW)
3. Identify and select appropriate consumables based on the specific welding process used
4. Interpret basic blueprints and specifications in the welding and pipefitting field.

G.3. Assessment

a. Student Learning Outcomes

Wor-Wic Community College maintains academic policies and procedures in the college Policies and Procedures Manual (PPM) which are reviewed on a regular basis and revised or updated as needed. In accordance with the PPM, academic programs, courses and faculty are reviewed and assessed annually on the student learning outcomes (SLOs). The standard benchmark for courses is a 70% pass rate for course objectives at the end of semester final exam. In the department heads' annual program reports, plans of action are developed for the upcoming year to address steps of improvement when benchmarks are not met. The plans of action are reviewed, and updates are prepared twice during the upcoming year: 6 months and 1 year. Both the dean for the program's division and the Vice President for Academic Affairs prepare responses to the department heads' annual reports.

b. Program Learning Outcomes

Wor-Wic Community College has an extensive and thorough assessment plan that is managed by the Director of Institutional Assessment and Effectiveness who has revamped the assessment process since coming to Wor-Wic. Under the Director, all courses and programs have annual reviews validating that General Education objectives and student learning outcomes are met. Annually, department heads prepare reports on the status of the programs within the department, course assessments and assessment results and action plans for the next academic year. All programs are reviewed on a five-year cycle.

G.4. Course list including title, credit hours, and course descriptions:

Basic Welding Certificate Program

		Credit Hours
<u>First Semester</u>		
*WLD 105	Gas and Arc Welding	3
**WLD 110	Arc Welding 1	4
*CON 110	Reading Blueprints and Schematics	3
*MTH 102	Mathematical Applications	3
SDV 100	Fundamentals of College Study	<u>1</u>
		14
<u>Second Semester</u>		
*WLD 117	Industrial Arc Welding	4
*WLD 132	Inert Gas Welding	4
**WLD 154	Pipefitting and Welding	3
**WLD 180	Welding Inspection and Testing	2
*WLD 104	Print Reading for Welding	<u>1</u>
		14
		Total: 28

* This course has a prerequisite.

** This course has a co-requisite.

Construction Technology Courses:

CON 110 - Reading Blueprints and Schematics (3 Credits)

This course is designed to introduce common technical drawing formats used to represent designs and plans for mechanical, construction, and electronics applications. Topics include orthographic projection, terminology, dimensioning, symbols, working to scales, schedules, material list and details, pictorial representation, and basic parallel projection drafting techniques. Activities require reading and interpreting blueprints commonly used in the mechanical, construction, and electronics industries. *Lecture Hours: 39. Prerequisite(s): MTH 091 with a grade of "C" or better or an acceptable mathematics placement test score. Usually offered in the fall.*

Welding Technology Courses:

WLD 104 - Print Reading for Welding (1 Credit)

This course continues reading, reviewing and interpreting technical drawing skills for welding applications. Topics include welding symbols and the applications of welding symbols for pipe fabrication. Students are introduced to basic sketching skills of piping symbols, single line and double line pipe drawings, material estimating, template layout and how templates are used with pipe layouts. *Lecture Hours: 13. Prerequisite(s): CON-110 Reading Blueprints and Schematics. Usually offered in the spring.*

WLD 105 - Gas and Arc Welding (3 Credits)

This course covers the basic principles and practices of oxyacetylene welding, cutting, and electric arc welding. Emphasis is placed on utilizing fundamental position welding and safety procedures. *Lecture Hours: 26. Laboratory Hours: 32. Corequisite(s): ENG 095 or ENG 097 and MTH 091, or acceptable reading and mathematics placement test scores. Usually offered in the fall.*

WLD 110 - Arc Welding 1 (4 Credits)

This course is a study of arc welding of ferrous and/or non-ferrous metals. Emphasis throughout the course is on Shielded Metal Arc Welding (SMAW) and American Welding Society (AWS) standards. *Lecture Hours: 26. Laboratory Hours: 39. Corequisite(s): WLD 105 - Gas and Arc Welding. Usually offered in the fall.*

WLD 117 - Industrial Arc Welding (4 Credits)

This course covers arc welding processes for industrial purposes. Emphasis is on pipe beveling, carbon steel pipe and welding in 2G, 5G and 6G positions. *Lecture Hours: 26. Laboratory Hours: 39. Prerequisite(s): WLD 110 - Arc Welding I. Usually offered in the spring.*

WLD 132 - Inert Gas Welding (4 Credits)

This course covers preparing and adjusting equipment and fundamental techniques for welding ferrous metals using Gas Tungsten Arc Welding (GTAW, also known as tungsten inert gas [TIG] welding). *Lecture Hours: 29. Laboratory Hours: 39. Prerequisite(s): WLD 110 - Arc Welding I. Usually offered in the spring.*

WLD 154 - Pipefitting and Welding (3 Credits)

This course continues with developing welding skills for fitting and welding pipe joints, either ferrous or non-ferrous, using standard welding processes. *Lecture Hours: 39. Laboratory Hours: 26. Corequisite(s): WLD 117 - Industrial Arc Welding. Usually offered in the spring.*

WLD 180 - Welding Inspection and Testing (2 Credits)

This course introduces destructive testing methods used in the evaluation and inspection of welds. *Lecture Hours: 13. Laboratory Hours: 29. Corequisite(s): WLD 117 - Industrial Arc Welding. Usually offered in the spring.*

General Education Courses:

SDV 100 - Fundamentals of College Study (1 Credit)

This course is designed to introduce students to the information and habits that facilitate academic success at the college level. The course presents modules focusing on the expectations and realities of college responsibility, active learning and critical thinking skills, increasing motivation and decreasing stress, analyzing the syllabus, instructor and course, establishing a learning style, organizing and balancing family, work and school, improving study and note-taking skills, and test-taking strategies, advisement, registration and the college catalog, safety, student services and other administrative resources, rules, regulations and civility, and lifelong learning. Students who do not pass this course must take it again the following fall or spring term. *Lecture Hours: 15. Usually offered in the fall, spring and summer.*

MTH 102 - Mathematical Applications (3 Credits)

Students develop the ability to reason with quantitative information through the study of the principles of reasoning, numbering sense, probability and statistical reasoning, and mathematical modeling. This liberal arts course develops mathematical ideas that students encounter in college and career settings. *Lecture Hours: 39. Prerequisite(s): ENG 095 or ENG 097 and MTH 092 with grades of "C" or better or acceptable reading and mathematics placement test scores. Usually offered in the fall and spring.*

G.5. General Education requirements:

Certificate programs do not have a General Education requirement. However, there are two required courses in the Basic Welding certificate program which meet the college's General Education requirement:

SDV 100 - Fundamentals of College Study (1 Credit)

MTH 102 - Mathematical Applications (3 Credits)

G.6. Specialized Accreditation

The specialized accreditation that will be pursued for the Basic Welding certificate program is the American Welding Society (AWS). Students acquiring this credential will

improve their marketability, and the welding standards required of the students under this credential are highly sought after for welding positions across all industries.

G.7. Contracts with other Institutions

N/A

G.8. Provide assurance and any appropriate evidence that the proposed program will provide students with clear, complete, and timely information on the curriculum, course and degree requirements, nature of faculty/student interaction, assumptions about technology competence and skills, technical equipment requirements, learning management system, availability of academic support services and financial aid resources, and costs and payment policies.

Wor-Wic Community College documents the curricula requirements for all programs in the annual college catalog. In addition to curricula, the program's learning objectives are also documented in the catalog along with each course description. For programs with special admission requirements, the requirements are clearly documented in the catalog. Consistent with standard college catalog practices, the catalog includes the academic calendar, college admissions process and requirements, tuitions and fee schedule, financial aid and loans process, student advisement and academic standards and processes for student grievance and complaints. Current and past college catalogs are accessible on the Wor-Wic Community College website.

H. Adequacy of Articulation

Wor-Wic Community College has articulation agreements with each of the three county school systems within the college's service area and universities in the region. Articulations with each county school systems are on a course-by-courses basis and are reviewed annually during a joint meeting with faculty from Wor-Wic Community College and faculty from the three county school systems: Somerset County Public Schools, Wicomico County Public Schools and Worcester County Public Schools.

Both Wicomico County Career Technical High School at Parkside High School and Worcester Technical High School offer welding programs as a career technical education cluster in each of the high school's available programs to students. Articulation agreements for high school students transferring to Wor-Wic Community College will be reviewed during the annual meeting for articulation opportunities.

I. Adequacy of Faculty Resources

I.1 Faculty Summary

There are no current full-time faculty at Wor-Wic Community College with the work experience and training required to teach welding courses. Part-time faculty will be used to teach welding courses, and current welding instructors in the non-credit division who meet the requirements to teach college credit courses will be invited to apply for teaching positions.

Faculty Member	Faculty Rank	Degrees	Work Experience	Full or Part-time	Courses Taught
TBD	Instructor	AAS, BS, MS in an Engineering, Engineering Technology, skill trade where architectural drafting, blueprint reading, schematics are used	5+ years experience in an Engineering, Engineering Technology, skill trade	PT	CON 110
TBD	Instructor	AWS Certification	5+ years experience as a welder, cutter, solderer, or brazer	PT	WLD courses

I.2. Ongoing pedagogy training for faculty

a. Pedagogy that meets the needs of the students

Annually, Wor-Wic Community College coordinates a professional development day for faculty. Topics scheduled for the professional development day are based around current and relevant teaching topics and best practices. Faculty are encouraged to participate in discipline specific professional development, and eligible faculty have the opportunity to apply for college and grant funds.

b. The learning management system

Wor-Wic Community College adopted Blackboard for the college's learning management system. All faculty are required to use Blackboard class shells for each of their class sections. The shells are prepared through an automated process based on class sections that are scheduled for the semester. Faculty have access to class shells prior to the semester which provide them access to upload class syllabi and configure the online gradebook. Blackboard training and support is provided by the college's Instructional Technologist. The technologist also prepares instructional videos and provides additional instruction during faculty professional development sessions.

c. Evidenced-based best practices for distance education, if distance education is offered.

Wor-Wic Community College is increasing the number of courses which are scheduled using the online modality. Courses are required to be approved for online scheduling by the Distance Education Committee which is comprised of faculty, deans, the Instructional Technologist, and the Instructional Designer. Online courses are evaluated and assessed by using the Quality Matters methodology in which department peers participate in the course review process.

J. Adequacy of Library Resources

Wor-Wic Community College utilizes electronic resources for the college library that are accessible both on and off campus. The Basic Welding certificate program will not require additional library or reference resources. In addition to the Wor-Wic Community

College online library, current students have access to the libraries at Salisbury University and the University of Maryland Eastern Shore campuses. Both libraries are traditional libraries with both electronic and physical resources.

K. Adequacy of Physical Resources, Infrastructure and Instructional Equipment

K.1. Physical facilities, infrastructure, and instructional equipment

Wor-Wic Community College was approved to construct a new building on campus which was named “The Applied Technology Building (ATB)” during the pre-construction and construction phases of the building. When the building is opened for operations, the building name will be changed in honor of a key donor who provided both equipment and student financial support for the programs utilizing the applied technology labs. The building will contain two welding labs: one computer simulation lab and one lab containing ventilated student welding booths for electronic and gas welding equipment. The building is planned to open during the summer of 2023 for fall 2023 instruction. Equipment included in the labs are listed below.

Computer welding simulators
Filtered exhaust ventilated welding booths with tables, positioners and screens
Booth mounted welding table- mounts side to side- all brick surface
Metal cutting and grinding equipment and tools with dust collection
Weld tester
Weld Tester 8000 psi
TiG welding sets

K.2. Distance Education Assurances

To support distance education and off-campus access to college and class resources, Wor-Wic Community College students receive log-on access to the college’s myWor-Wic portal. The myWor-Wic portal provides access to Blackboard learning management system, an email account, electronic library resources and student registration information. Students who register for online scheduled courses are required to complete a mandatory Blackboard tutorial which includes an assessment prior to accessing course material.

L. Adequacy of Financial Resources.

L.1. Table 1 – Resources and Narrative Rationale

The Basic Welding certificate program will attract more part-time students than full-time students due to eligible students working in their career trade during daytime hours. However, there will be a small number of students who will be able to attend in a full-time capacity while they are attending night-time training classes for their career trade or whose schedules will allow them to enroll in 12 credits each semester. Future tuition and

fees for each year are calculated at the rate of a 3% increase from the previous year's tuition and fees.

TABLE 1: RESOURCES					
Resource Categories	Year 1	Year 2	Year 3	Year 4	Year 5
1. Reallocated funds	0	0	0	0	0
2. Tuition/Fee Revenue (c + g below)	34444	35332	36244	37180	38295.4
a. Number of F/T students	8	8	8	8	8
b. Annual tuition/fee rate	3593	3685	3780	3878	3994.34
c. Total F/T revenue (a * b)	28744	29480	30240	31024	31954.72
d. Number of P/T students	2	2	2	2	2
e. Credit hour rate	150	154	158	162	166.86
f. Annual credit hour	19	19	19	19	19
g. Total P/T revenue (d * e * f)	5700	5852	6004	6156	6340.68
3. Grants, Contracts & other external sources	0	0	0	0	0
4. Other Sources	0	0	0	0	0
TOTAL (Add 1 - 4)	34444	35332	36244	37180	38296.4

L.2. Table 2 – Program Expenditures and Narrative Rationale

The Basic Welding certificate program will rely on part-time faculty for instruction. The department head, department administrative associate and building lab technician will provide oversight and assistance for the Basic Welding Certificate programs along with other applied technology program offered by the department. These positions will be funded through the college's operational budget. The department head would receive an additional 0.5 workload credit for supervising the new program which is in accordance with the Wor-Wic Community College Policy and Procedures Manual. The equipment costs have been identified through Form G submitted to the state for the new building. Additional funding for equipment may be obtained through the college's foundation.

TABLE 2: EXPENDITURES					
Expenditure Categories	Year 1	Year 2	Year 3	Year 4	Year 5
1. Faculty (b + c below)	23,020.33	23,710.94	24,422.26	25,154.93	25,909.58
a. #FTE	0	0	0	0	0
b. Total salary	21,384.42	22,025.95	22,686.73	23,367.33	24,068.35
c. Total benefits	1,635.91	1,684.99	1,735.53	1,787.60	1,841.23
2. Admin. staff (b + c below)	0	0	0	0	0
a. #FTE	0	0	0	0	0
b. Total salary	0	0	0	0	0
c. Total benefits	0	0	0	0	0
3. Support staff (b + c below)	0	0	0	0	0

a. #FTE	0	0	0	0	0
b. Total salary	0	0	0	0	0
c. Total benefits	0	0	0	0	0
4. Equipment	0	0	0	0	0
5. Library	0	0	0	0	0
6. New or renovated space	0	0	0	0	0
7. Other expenses	0	0	0	0	0
TOTAL (Add 1 - 7)	23,020.33	23,710.94	24,422.26	25,154.93	25,909.58

M. Adequacy of provisions for evaluation of program

M.1. Evaluation Procedures – Courses, Faculty, Student Learning Outcomes

In accordance with the Wor-Wic Community College's PPM, academic programs, courses and faculty are reviewed and assessed annually on the student learning outcomes (SLOs) which result from annual assessment activities. The standard benchmark for courses is a 70% pass rate for course objectives on the end of semester final exam. In the department heads' annual program reports, plans of action are developed for the upcoming year to address steps of improvement when benchmarks are not met. The plans of action are reviewed, and updates are prepared twice during the upcoming year: 6 months and 1 year. Both the dean for the program's division and the Vice President for Academic Affairs prepares responses to the department head's annual reports.

Part-time faculty members are evaluated by the department head and the evaluations include classroom observations as needed, as well as student input. Online surveys requesting the opinions of students are distributed at the end of each semester. The survey results are returned directly to the vice president for academic affairs, who provides each faculty member, the department head and dean with a compilation of the student surveys. Students enrolled in a new part-time faculty member's first semester of teaching receive an abbreviated survey at the midterm point of the semester and the survey results are returned directly to the faculty member, who submits a summary of these surveys to the dean and the vice president for academic affairs.

M.2. Evaluation of Proposed Program's Effectiveness

In accordance with Wor-Wic Community College's Assessment policies and procedures, all programs and courses are reviewed annually to validate the status with meeting objectives and outcomes. Department heads prepare annual reports on the successes, challenges and achievements. Programs are also reviewed using a standard program review process every five years.

N. Consistency with the State's Minority Student Achievement Goals

Per Wor-Wic Community College's policies and procedures, the college has a standing Cultural Diversity committee consisting of representation from students, faculty, college staff and administrators. The committee is responsible for annually reviewing the Cultural Diversity Plan and scheduling events for the college community.

The Cultural Diversity Plan states: “Wor-Wic Community College is committed to a plan of cultural diversity that promotes inclusivity of diverse students and employees. The college has created a welcoming atmosphere on campus and has infused cultural diversity in all college programs, services, and communications. The college has demonstrated this commitment to cultural diversity through its vision, values, mission, and goals stated in the institutional strategic plan. The strategic plan of the college is in alignment with the diversity goals of the Maryland State Plan for Postsecondary Education, including implementation strategies and timelines for meeting the goals.”

Wor-Wic’s student body represents a wide array of diversity with 40 percent of the students identified as non-white. Wor-Wic exceeds the average of non-white residents in the service region, as 31.8% of the population identify as non-white in this area.

O. Relationship of Low Productivity Programs

N/A

P. Adequacy of Distance Education Programs

The Basic Welding certificate program will benefit from the two General Education courses required in the program which are scheduled in both in-person traditional instruction modality and online instruction modality. Lecture portions of lab courses will be evaluated for online delivery to support scheduling these courses as hybrid instruction modality, and courses that are lecture only courses will be evaluated for online and hybrid instruction modalities. Wor-Wic Community College complies with the Middle States Commission on Higher Education and Maryland Higher Education Commission (MHEC) requirements for offering distance education programs and courses.